

RULE VIII

HUMAN RESOURCE PUBLIC DOCUMENTS: SEX NEUTRAL LANGUAGE

8.01 NEUTRAL LANGUAGE

8.02 EMPLOYEE'S PERSONNEL FILE

8.01—HUMAN RESOURCE PUBLIC DOCUMENTS: SEX NEUTRAL LANGUAGE

GL 43-3-3 enacted 1978, entitled Gender of Titles serves as the basis for reference and titling of statutory language This rule shall extend the provisions of this statute to the Office of Personnel Administration and its subdivisions in the publishing of public documents and reports.

Wherever he/she is referred to in text, the format - (s)he will be used when any document is reprinted. Likewise, "his" will be replaced by his/her.

Every effort will be made to write personnel statutes, rules and policies in sex neutral language.

8.02—EMPLOYEE'S PERSONNEL FILE

(a) No record, file or document pertaining to an employee will be made available to any unauthorized person(s) for inspection or photocopying.

(b) Personnel files will be kept for each employee within State government by the Department of Administration, Office of Personnel Administration and the employing agency. No separate Personnel file shall be maintained other than the one subject to employee inspection and the agency file.

(c) Employees will be given a copy of all material(s) added to the Personnel file at the time such is added to the file. Each employee will have the right, upon written request, to review the contents of his/her personnel file, with the exception of initial employment letters of reference investigative materials and files dealing with potential or actual litigation unless this restriction is otherwise prohibited by law. Employees will have the right to respond in writing to all additions to the personnel file. Such additions will be made part of the file

(d) Statutes (GL 28-6.4-1,2) rules and polices and contracts may establish retention schedules or other provisions for personnel documents and other related material

contained within. Records are to be removed and/or destroyed in accordance with those aforementioned policies.